

## **Program A: Office of the Secretary**

Program Authorization: R.S. 15:574.2-574.21; R.S. 821-840.2; R.S. 15:111; R.S. 46:1844(A)(3); Hayes Williams, et al v. John McKeithen, et al CA 71-98-B (M.D. La.)

### **PROGRAM DESCRIPTION**

The mission of the Office of the Secretary Program is to oversee development and implementation of departmental policy and to give direction and lend support in the administration, control, and operation of departmental programs and other activities related to offenders placed in state custody by the courts.

The goals of the Office of the Secretary Program are:

1. Maintain American Correctional Association (ACA) accreditation departmentwide. In so doing, it is the intent of the department to demonstrate that the department can govern itself without the federal court's continued supervision.
2. Continue to assure the department's compliance with federal consent decrees governing the state's adult and juvenile correctional systems and seek modifications of federal court mandates.
3. Offer crime victims and other directly affected persons the ability to register for notification about specified events in an inmate's movement through the corrections system and to request other assistance and information.
4. Oversee implementation of Project Clean-Up in state adult and juvenile institutions, maintaining an overall project service level of at least 19,000 man-hours per week.

To afford departmentwide direction and support, the Office of the Secretary Program provides departmentwide administration, policy development, financial management and leadership, sets the standards for ongoing audit programs, and maintains a corporate culture for management excellence.

The department secretary is responsible for the functioning and control of all programs within the department. The secretary formulates regulations and determines policies regarding management, personnel, and total operations. The deputy secretary is responsible for special duties and functions as assigned by the secretary. Executive support staff ensures that all administrative functions are carried out. The Legal Services Section represents and defends the department in pertinent litigation, including civil service matters. The chief of staff serves as chief administrative officer of the department's executive and administrative operations, coordinates headquarters policies, and addresses and resolves broad administrative issues that impact the whole department.

The Office of the Secretary Program also maintains the Crime Victims Services Bureau, which publicizes and provides a way for crime victims and their family members to be kept informed about: successful court appeals; parole board or pardon board hearings or other release hearings; information regarding dates of possible release from physical custody, escape, apprehension or otherwise; and inquiries concerning the department's policies and programs for inmates.

The office is also responsible for implementation of and reporting on Project Clean-Up, a joint effort of the Department of Public Safety and Corrections (DPS&C), Corrections Services, and the Department of Transportation and Development (DOTD). Project Clean-Up was developed and implemented to support the commitment of the governor and first lady to improve the appearance of roads and highways across the state. The project involves DPS&C inmate crews for litter pickup and DOTD work crews for mowing and litter collection. In addition to picking up litter, adult inmates and juvenile offenders suitable for outside work details are assigned to clean out ditches, mow grass, and perform general maintenance tasks to help improve the state's appearance. Project Clean-Up inmate crews are supervised by correctional officers who are equipped with radios and telephones.

### **OBJECTIVES AND PERFORMANCE INDICATORS**

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2001-2002. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

1. (KEY) To maintain American Correctional Association (ACA) accreditation departmentwide.

Strategic Link: This operational objective is related to the program's Strategic Objective I.1: *To maintain American Correctional Association (ACA) accreditation through FY 2001. By achieving and maintaining departmentwide ACA accreditation, it is the intent of the department to demonstrate that the department can govern itself without the federal court's continued supervision.*

Louisiana: Vision 2020 Link: This objective relates to Vision 2020 objective 3.3: *To have safe homes, schools, and streets throughout the state.*

Children's Cabinet Link: Not applicable

Other Link(s): Not applicable

Explanatory Note: Louisiana is one of only a few states that has achieved accreditation of its entire correctional system. This includes all adult correctional institutions, juvenile institutions, adult and juvenile probation and parole, juvenile community residential centers and day treatment programs, adult work release facilities, and headquarters and Prison Enterprises central offices.

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
K	Percentage of department institutions and functions with ACA accreditation	100%	100%	100%	100%	100%	100%

2. (SUPPORTING) To annually monitor system compliance with federal court mandates.

Strategic Link: This operational objective is related to the program's Strategic Objective II.1: *Annually monitor system compliance with federal court mandates.*

Louisiana: *Vision 2020* Link: Not applicable

Children's Cabinet Link: Not applicable

Other Link(s): Not applicable

Explanatory Note: The department has been or remains under several court mandates pertaining to systemic and specific issues:

Head v. King (regarding mental health issues at Louisiana State Penitentiary): This case was dismissed effective August 1, 1995.

Hamilton v. Morial (regarding conditions in Orleans Parish): The department is a party to the suit because state inmates are being housed there.

Hayes v. Williams, et al v. Bruce N. Lynn, et al (regarding medical conditions at Louisiana State Penitentiary): A three-week trial was held in September 1994 and post-trial pleadings were submitted. As of October 1998 the case is administratively closed. The case was dismissed in 1999.

Hayes v. Williams, et al v. John McKeithen, et al (CA 71-98-B) (consent decrees at all institutions regarding general conditions of confinement) On September 26, 1996, United States District Court Judge Frank Polozola approved a settlement releasing 105 of the 110 state and local correctional facilities from court control effective April 1, 1997. The agreement transfers total responsibility for the institutions back to state and local officials after a six-month transition period. It also formally acknowledges the partnership that has been established between the state local sheriffs in the housing of state inmates. As of October 29, 1998, only the four juvenile institutions remained under consent decrees. In conjunction with the U.S. Department of Justice juvenile settlement agreements, the Department of Public Safety and Corrections was released from the Hayes Williams suit in FY 2000-2001.

L E V E L		PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
S	PERFORMANCE INDICATOR NAME						
	Percentage of compliance with federal consent decrees	100%	100%	100%	100%	100%	100%

- 3.(KEY) To oversee implementation of Project Clean-Up in state adult and juvenile institutions, maintaining an overall average project service level of at least 19,000 man hours per week.

Strategic Link: This operational objective is related to the program's Strategic Objective IV.1: *To increase the number of adult and juvenile institutions and project service level in Project Clean-Up*

Louisiana: Vision 2020 Link: Not applicable

Children's Cabinet Link: Not applicable

Other Link(s): Not applicable

Explanatory Note: Project Clean-Up is a joint effort of the Department of Public Safety and Corrections, Corrections Services, and the Department of Transportation and Development (DOTD). It was developed and implemented to support the commitment of the Governor and First Lady to improve the appearance of roads and highways across the state. The project involves inmate crews from all 15 adult and juvenile institutions and 8 parishes for litter pickup and DOTD work crews for mowing and litter collection. In addition to picking up litter, adult inmates and juvenile offenders suitable for outside work details are assigned to clean out ditches, mow grass, and perform general maintenance tasks to help improve the state's appearance. These crews are supervised by correctional officers who are equipped with radios and telephones.

L E V E L		PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
	PERFORMANCE INDICATOR NAME						
K	Overall average project service level (in man hours per week)	19,000	18,178	19,000	19,000	19,000	19,000

In November 1993, the department reconfigured existing resources to establish a Crime Victims Services Bureau. In 1995 the legislature added broad bureau functions to statute. The bureau offers victims, witnesses, and their families a direct means of continued participation in the criminal justice system when a criminal offender is sentenced to state custody. Specifically, crime victims and others directly affected by the criminal actions of an inmate in state custody are encouraged to contact the bureau to: (1) register for formal notice about specific changes in an inmate's circumstances--i.e., a court ruling affecting sentence length, a scheduled hearing before the Parole Board or Pardon Board, escape, furlough, or release from prison; and (2) get answers about the department's policies and programs and the laws underlying them. The bureau offers a toll-free telephone number, which is also advertised as the one that persons should call to stop unsolicited communications from inmates in state custody.

Headquarters personnel, institutional staff, and probation and parole officers cooperate to carry out victim notification and other bureau functions.

GENERAL PERFORMANCE INFORMATION: CRIME VICTIMS SERVICES BUREAU					
PERFORMANCE INDICATOR	PRIOR YEAR ACTUAL FY 1995-96	PRIOR YEAR ACTUAL FY 1996-97	PRIOR YEAR ACTUAL FY 1997-98	PRIOR YEAR ACTUAL FY 1998-99	PRIOR YEAR ACTUAL FY 1999-00
Number of crime victim notification requests (first contacts only)	366	563	790	992	754

## RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1999- 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$1,457,035	\$1,523,493	\$1,523,493	\$1,485,237	\$1,533,818	\$10,325
STATE GENERAL FUND BY:						
Interagency Transfers	0	0	0	0	0	0
Fees & Self-gen. Revenues	0	0	0	0	0	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	<u><b>\$1,457,035</b></u>	<u><b>\$1,523,493</b></u>	<u><b>\$1,523,493</b></u>	<u><b>\$1,485,237</b></u>	<u><b>\$1,533,818</b></u>	<u><b>\$10,325</b></u>
EXPENDITURES & REQUEST:						
Salaries	\$901,204	\$879,482	\$926,982	\$885,800	\$950,683	\$23,701
Other Compensation	22,034	83,082	26,082	26,082	26,082	0
Related Benefits	138,895	189,036	198,536	193,526	201,960	3,424
Total Operating Expenses	99,023	114,337	114,337	116,623	113,737	(600)
Professional Services	214,295	92,507	92,507	94,357	92,507	0
Total Other Charges	76,760	148,849	148,849	148,849	148,849	0
Total Acq. & Major Repairs	4,824	16,200	16,200	20,000	0	(16,200)
TOTAL EXPENDITURES AND REQUEST	<u><b>\$1,457,035</b></u>	<u><b>\$1,523,493</b></u>	<u><b>\$1,523,493</b></u>	<u><b>\$1,485,237</b></u>	<u><b>\$1,533,818</b></u>	<u><b>\$10,325</b></u>
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	18	17	17	17	17	0
Unclassified	4	4	4	4	4	0
TOTAL	<u><b>22</b></u>	<u><b>21</b></u>	<u><b>21</b></u>	<u><b>21</b></u>	<u><b>21</b></u>	<u><b>0</b></u>

## SOURCE OF FUNDING

This program is funded entirely with State General Fund.

## ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
<b>\$1,523,493</b>	<b>\$1,523,493</b>	<b>21</b>	<b>ACT 11 FISCAL YEAR 2000-2001</b>
			<b>BA-7 TRANSACTIONS:</b>
\$0	\$0	0	None
<b>\$1,523,493</b>	<b>\$1,523,493</b>	<b>21</b>	<b>EXISTING OPERATING BUDGET – December 15, 2000</b>
\$16,064	\$16,064	0	Annualization of FY 2000-2001 Classified State Employees Merit Increase
\$11,061	\$11,061	0	Classified State Employees Merit Increases for FY 2001-2002
(\$16,200)	(\$16,200)	0	Non-Recurring Acquisitions & Major Repairs
(\$600)	(\$600)	0	Other Adjustments - Reduction in Operating Expenses
<b>\$1,533,818</b>	<b>\$1,533,818</b>	<b>21</b>	<b>GRAND TOTAL RECOMMENDED</b>

The total means of financing for this program is recommended at 100.7% of the existing operating budget. It represents 92.3% of the total request (\$1,661,858) for this program.

## PROFESSIONAL SERVICES

\$92,507	Court Appointed Attorneys for inmates
<b>\$92,507</b>	<b>TOTAL PROFESSIONAL SERVICES</b>

## **OTHER CHARGES**

\$148,849 Federal Court Special Investigator appointed by Federal Judge Frank J. Polozola to be the Court's expert in matters relative to Hayes Williams, et al versus John J. McKeithen, et al

### **TOTAL OTHER CHARGES**

## **ACQUISITIONS AND MAJOR REPAIRS**

This program does not have funding for Acquisitions and Major Repairs for Fiscal Year 2001-2002.